

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

H.M. & F.W. Dept. – Sanitation in the Hospitals – New Sanitation Policy of Andhra Pradesh (2010) – Orders – Issued.

HEALTH, MEDICAL AND FAMILY WELFARE (M2) DEPARTMENT

G.O.MsNo: 99

Dated: 5-5-2010.

Read: -

G.O.Rt.No.2246 Finance (SMPC) Department, Dated.7.6.2007.
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O R D E R: -

The State Government have been spending over Rs.50 Crores under different heads for the purpose of maintenance of sanitation in the Hospitals and Teaching Colleges falling under the Commissioner, Andhra Pradesh Vaidya Vidhana Parishad and Director, Medical Education. Despite this, the Sanitation work in the Hospitals was found to be deficient causing severe inconvenience, discomfort and hardship to the patients, their attendants and also the medical staff at the Hospitals. Problems like inadequate sanitation staff, not cleaning at regular intervals, lack of proper supervision over the sanitation staff and non-standardization of cleaning procedures and material are resulting in unhygienic atmosphere. There is no uniform procedure across hospitals in respect of managing the sanitation. It is therefore, considered necessary to bring in significant reform in the matter of sanitation in Government Hospitals.

2. In order to maintain satisfactory conditions of sanitation and hygiene within the hospital buildings and premises at all times adopting appropriate levels of quality standards, Government have decided to introduce a new Sanitation Policy, with model terms and conditions for outsourcing sanitation services in Government Hospitals.

3. Government after careful examination hereby order that the new Sanitation Policy be extended initially in the following hospitals: -

- (i) All teaching hospitals under the control of Director of Medical Education including the Speciality Teaching Hospitals
- (ii) The 3 semi-autonomous Rajeev Gandhi Institute of Medical Sciences at Kadapa, Adilabad and Srikakulam.
- (iii) All the 17 District hospitals and 58 Area Hospitals of Andhra Pradesh. Vaidya Vidhana Parishad.

4. The salient features of the proposed new Sanitation Policy and the terms and conditions of the model bid document are mentioned below, keeping in view the guidelines issued by Finance Department in the G.O. read above.

1. District shall be the unit for the purpose of calling tenders. This will result in economy of scale and administrative convenience in supervision, payments etc.
2. The outsourcing agency for each district shall be selected as per the tender process to be initiated by the Managing Director, Andhra Pradesh Health & Medical Housing & Infrastructure Development Corporation, Hyderabad and selected by a Committee to be constituted for this purpose for providing and supplying the services under the specified terms of contract. The agencies shall be selected centrally by the Corporation following an open and transparent policy. The names of the agencies selected for each District shall be communicated by the Managing Director, Andhra Pradesh Health & Medical Housing & Infrastructure Development Corporation, Hyderabad to the Director of Medical Education, Andhra Pradesh, Hyderabad and to Commissioner, A.P. Vaidya Vidhana Parishad for entering into agreements and to oversee enforcement of the contract.

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3. The agreement in respect of Teaching Hospital shall be signed by the Superintendent of the Teaching Hospital wherever it is located while in respect of the District Hospital and other hospitals up to Area Hospital in the district is concerned, the agreement will be signed by the District Coordinator, Hospital Services concerned.
4. The Superintendent of the Teaching Hospital concerned or the Superintendent concerned of the Hospital under the control of A.P. Vaidya Vidhana Parishad as the case may be shall be the authority to enforce the contract on a day to day basis and shall undertake supervision / quality check. They will be responsible for monitoring, reviewing and enforcing proper execution of work assigned.
5. The payment to the outsourcing agency shall be made by the Superintendent of the Teaching Hospital concerned and the District Coordinator Hospital Services of the district concerned in the case of Hospitals of A.P. Vaidya Vidhana Parishad, based on recommendation of the Superintendent of the District / Area Hospital.
6. The division of responsibilities for implementing the proposed scheme is specified clearly in the table below:

Item of Work	Responsibility
Selection of Sanitation Agencies	Committee consisting of M.D., APHMHIDC, DME and Commissioner A.P.V.V.P.
Signing of Agreement	<ul style="list-style-type: none"> • Supdts of Teaching / Specialty Hospitals • Directors, RIMS • DCHS (for District / Area Hospitals)
Supervision & Reporting	<ul style="list-style-type: none"> • Supdts of Teaching / Specialty Hospitals • Directors, RIMS • Supdts of District / Area Hospitals
Payment to Agency	<ul style="list-style-type: none"> • Supdts of Teaching / Specialty Hospitals • Directors, RIMS • DCHS (for District / Area Hospitals)

7. Within 14 days after the agency's receipt of notification of award of the contract the agency shall furnish performance security equal to 15% of the contract price. Compensation for loss, if any, resulting from the agency's failure to complete the obligations under the contract, in terms of the contract shall be recovered from the performance security.
8. The tenure of the contract shall be for a period of 3 years which is extendable by one more year subject to satisfactory performance.
9. Schedule of quantity for sanitation work purpose includes carpet area in the Hospitals, facilities of various types i.e., operation theatres, intensive care units, wards, O.P. areas, corridors, toilets, administrative area etc., and also the open area as specified. The agency shall be responsible for cleaning of the entire area and also the drainage and sewerage.
10. Norms have been specified in the model tender document in respect of the number of times each category of areas are to be cleaned and the materials to be used for cleaning.
11. The agency shall be responsible for disposal of normal waste and Bio-medical waste.
12. The agency shall be responsible to educate employees, patients and their attendants on the need to keep the hospital premises neat and clean at all times.
5. The new policy shall be implemented with effect from 1.10.2010 during the current financial year. The new policy shall be implemented effectively to create a visible impact in maintaining good levels of sanitation in the concerned Health facilities to the satisfaction of the end users.

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6. In so far as the existing outsourcing arrangements are concerned, the same shall be allowed to continue till the expiry of the contract or till 30.9.2010 whichever is earlier. The services of the existing permanent sanitation staff shall be utilized in the administrative blocks and also clearly identifiable work areas for the purpose of sanitation and the services of personnel employed on contract / on outsourcing basis will be terminated on 30.9.2010 after issuing due notice. The Agency selected for sanitation, can however, redeploy them after imparting necessary training and skills to meet the requirements of the contract.

7. A sub-detailed head of account HOD-wise shall be opened for budgeting and accounting of the entire expenditure on sanitation in Hospitals.

8. The model bid document is annexed to the order. The Andhra Pradesh Health & Medical Housing & Infrastructure Development Corporation, Hyderabad shall select the implementing agencies for each District adopting an open and transparent tender process.

9. An identifiable block within each hospital shall be identified by the Superintendents of respective hospitals and entrust sanitation work to the existing permanent sanitation staff and excluding such block from outsourcing under the new policy.

10. The Director, Medical Education and Commissioner, Andhra Pradesh Vaidya Vidhana Parishad, Hyderabad are requested to furnish the requirement of additional funds on account of implementation of the new Sanitation Policy. The funds provided under various heads of account, shall be re-appropriated to the new heads of account to be created in pursuance of Para-7 above.

11. This order issues with the concurrence of Finance Department, vide their U.O.No.717/20/A1/Expr. M & H-I/2010, dated: 18.3.2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J. SATYANARAYANA,
PRINCIPAL SECRETARY TO GOVERNMENT

To

All the HODs. of the H.M. & F.W. Department.

Copy to: -

All the Sections of the H.M. & F.W. Department.

The Finance (SMPC) Department.

The Finance (Expr. M&H-I) Department

The OSD to M (H&FW).

The OSD to M (ME).

The OSD to M (Aarogyasri).

The P.S. to Prl. Secy., HM&FW Dept.

The P.S. to Secy., HM&FW Dept.

S.F. / S.Cs.

//forwarded :: by order//

SECTION OFFICER.